

PUBLIC UTILITIES FUND

DESCRIPTION

The Department of Public Utilities is responsible for the operation, maintenance, and expansion of the City's water and wastewater collection systems. The Department is comprised of the Divisions of Administration, Customer Service, Line Maintenance, Maintenance, Engineering and Water Production/Quality which manage and operate the G. Robert House Water Treatment Plant, 137 sanitary sewer pump stations, 315 miles of sewer mains, and 422 miles of water mains. An increase in the water and sewer collection rates has been approved in the FY 2012-2013 budget. The water rate will increase to **\$7.13 per 100 cubic feet** from the established FY 2011-2012 rate of \$6.43 per cubic foot. The sewer collection rate will increase to **\$5.35 per 100 cubic feet** from the established FY 2011-2012 rate of \$4.91 per 100 cubic feet.

FY 2012 ACCOMPLISHMENTS

- Completed various renovations to pump stations, resolved 222 historical sewer overflow issues, and enhanced gravity sewer system preventative cleaning efforts to address Regional Special Order by Consent with the Virginia Department of Environmental Quality.
- Completed final design of the G. Robert House Water Plant Phase 3A improvements and advertised for construction bids.
- Completed construction of the Route 58 Water Tank and Pump Station to support the CenterPoint Ace Hardware and Nexcom distribution centers.



FY 2013 OBJECTIVES

- To continue to address items identified in the Special Order by Consent with the Virginia Department of Environmental Quality.
- To meet all drinking water quality standards/regulations and adhere to the Holland Village Consent Order.
- To continue to strengthen the Utility Fund balances to meet the City's Utility Financial Policies.

STATISTICS/PERFORMANCE MEASURES	FY 2011 Actual	FY 2012 Projected	FY 2013 Estimate
Water customers	24,657	24,850	25,100
Sewer customers	20,892	21,100	21,350
Average Daily Consumption (mgd)	6.42	6.50	6.60
Treatment Capacity (mgd)	17.45	17.45	17.45
Number of Sanitary Sewer Overflows	58	30	25
MISS Utility requests	11,803	13,200	14,000
Percent compliance with 72 hour MISS Utility marking response time per State law	97.2%	97.0%	99.0%
Number of plan/plan amendments/plat reviews	161	130	150
Percent of plan reviews completed within 30 days of receipt	90.7%	90.0%	95.0%
Debt Service Ratio	1.19	1.30	1.51

UTILITY FUND

Revenue	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng	2012-2013 Adopted	% Chng
Water Availability Charges	\$ 2,067,340	\$ 1,317,785	\$ 1,380,000	\$ 1,518,000	10%	\$ 1,518,000	10%
Bulk Water Sales	2,727,067	2,918,225	3,112,196	3,056,862	-2%	3,056,862	-2%
Water Service Charges	12,516,941	14,378,713	17,534,096	17,702,207	1%	17,702,207	1%
Water Connection Charges	71,080	59,165	40,000	40,000	0%	40,000	0%
Meter Service Charges	758,414	760,066	786,374	800,742	2%	800,742	2%
Hydrant Rental	121,853	142,764	140,000	140,000	0%	140,000	0%
Sewer Service Charges	8,162,822	9,272,697	11,239,757	12,332,144	10%	12,332,144	10%
Sewer Connection Charges	81,930	35,930	40,000	40,000	0%	40,000	0%
Special Fees	246,615	254,195	200,000	200,000	0%	200,000	0%
Sewer Availability Charges	2,135,475	1,248,405	1,500,000	1,644,000	10%	1,644,000	10%
Recovery of Bad Debt	6,488	7,888	0	0	-	0	-
Sale of Service - Engineering	148,934	88,709	100,000	75,000	-25%	75,000	-25%
Miscellaneous	21,622	28,275	30,000	30,000	0%	30,000	0%
Interest Earned	8,397	85,117	0	0	-	0	-
Capitalized Interest Reserve	138,495	0	763,670	1,796,425	135%	2,930,244	284%
2009 Build American Bonds Rebate	387,562	267,284	534,560	534,560	0%	534,560	0%
Capital Contributions from Development	1,504,233	3,229,792	0	0	-	1,915,000	-
Total Revenue	\$ 31,105,268	\$ 34,095,012	\$ 37,400,653	\$ 39,909,940	7%	\$ 42,958,759	15%
Expenditure Summary							
	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng	2012-2013 Adopted	% Chng
Administration	\$ 996,404	\$ 985,177	\$ 1,098,677	\$ 1,127,241	3%	\$ 1,160,380	6%
Customer Service	1,207,432	1,138,776	1,210,375	1,262,290	4%	1,322,648	9%
Line Maintenance	2,357,951	2,157,975	2,587,028	2,621,913	1%	2,735,099	6%
Maintenance	2,211,437	2,150,597	3,015,985	3,382,687	12%	3,485,557	16%
Water Production	6,834,721	6,789,069	7,759,929	8,196,410	6%	8,216,125	6%
Engineering	1,298,076	1,287,790	1,457,608	1,405,562	-4%	1,421,193	-2%
Non-Departmental	17,547,615	20,188,465	20,271,051	21,913,838	8%	24,617,757	21%
Total Expenditures	\$ 32,453,636	\$ 34,697,849	\$ 37,400,653	\$ 39,909,940	7%	\$ 42,958,759	15%

DEPARTMENT: PUBLIC UTILITIES - ADMINISTRATION
Budget Detail

Account Number: 501-89510-	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng	2012-2013 Adopted	% Chng
51100.02 Salaries and Wages	\$ 447,374	470,614	\$ 507,787	\$ 514,528	1% \$	527,107	4%
51100.04 Salaries and Wages - Overtime	11,089	10,905	2,000	3,000	50%	3,060	53%
52100 FICA	32,908	34,878	38,999	39,591	2%	40,558	4%
52210 VRS Retirement	63,527	85,004	81,601	82,685	1%	92,560	13%
52400 Group Life	2,594	1,481	1,422	1,441	1%	6,958	389%
53100 Professional Services	240,596	161,696	240,760	240,760	0%	240,760	0%
53300 Repairs and Maintenance	1,254	1,144	500	500	0%	500	0%
53500 Printing and Binding	0	204	1,000	500	-50%	500	-50%
53600 Advertising	0	83	250	250	0%	250	0%
54100 Information Technology	18,169	30,721	30,640	48,549	58%	45,721	49%
54200 Fleet	11,996	12,825	12,218	9,766	-20%	9,876	-19%
54500 Risk Management	51,010	60,252	76,831	76,831	0%	86,509	13%
55100 Utilities	10,850	11,387	11,845	11,845	0%	11,845	0%
55210 Postal Services	103	2,084	500	500	0%	500	0%
55230 Telecommunications	8,216	8,195	9,035	11,260	25%	8,443	-7%
55420 Lease/Rent of Building	80,410	81,003	64,789	66,735	3%	66,735	3%
55500 Travel and Training	1,222	860	3,000	3,000	0%	3,000	0%
55810 Dues and Association Memberships	5,906	6,266	5,000	5,000	0%	5,000	0%
56001 Office Supplies	3,183	2,044	5,000	5,000	0%	5,000	0%
56011 Uniforms & Wearing Apparel	0	0	1,500	1,500	0%	1,500	0%
56012 Books and Subscriptions	45	0	1,000	1,000	0%	1,000	0%
56017 Copier Costs	3,085	3,532	3,000	3,000	0%	2,999	0%
58200 Capital Outlay	2,867	0	0	0	-	0	-
Total Operating Expenses	\$ 996,404	\$ 985,177	\$ 1,098,677	\$ 1,127,241	3%	\$ 1,160,380	6%
3100 - Professional Services: consulting services.							
Personnel Summary							
Range	Class	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	2012-2013 Adopted	
44	Director of Public Utilities	1	1	1	1	1	
36	Assistant Director of Public Utilities	1	1	1	1	1	
31	Utility Operations Administrator	1	1	1	1	1	
23	Data Quality Control Technician	1	1	1	1	1	
20	FOG Administrator	1	1	1	1	1	
20	Safety Officer	1	0	0	0	0	
16	Water Distribution System Operator	1	1	2	2	2	
14	Executive Secretary	1	1	1	1	1	
13	Accounting Technician	1	1	1	1	1	
Number of Full-Time Positions		9	8	9	9	9	

DEPARTMENT: PUBLIC UTILITIES - CUSTOMER SERVICE											
Budget Detail											
Account Number: 501-89520-	2009-2010 Actual		2010-2011 Actual		2011-2012 Budget		2012-2013 Requested		% Chng	2012-2013 Adopted	% Chng
	51100.02 Salaries and Wages	\$ 499,857	\$ 487,723	\$ 499,038	\$ 490,000	-2%	\$ 521,663	\$ 521,663	5%		
51100.04 Salaries and Wages - Overtime	30,590	29,834	25,000	25,000	0%		25,500	25,500	2%		
52100 FICA	38,150	37,094	40,089	39,398	-2%		41,858	41,858	4%		
52210 VRS Retirement	70,628	77,212	80,195	78,743	-2%		91,604	91,604	14%		
52400 Group Life	3,005	1,378	1,397	1,372	-2%		6,886	6,886	393%		
53100 Professional Services	138,376	141,179	150,000	150,000	0%		150,000	150,000	0%		
53300 Repairs and Maintenance	16,956	15,361	15,000	15,000	0%		15,000	15,000	0%		
53500 Printing and Binding	923	3,106	5,000	4,000	-20%		4,000	4,000	-20%		
54100 Information Technology	82,921	51,299	30,770	91,232	196%		103,348	103,348	236%		
54200 Fleet	75,185	69,435	78,128	79,119	1%		80,535	80,535	3%		
54500 Risk Management	153,030	120,505	171,615	171,615	0%		165,889	165,889	-3%		
55210 Postal Service	402	383	1,000	500	-50%		500	500	-50%		
55230 Telecommunications	8,522	6,262	7,992	7,280	-9%		7,516	7,516	-6%		
55420 Lease of Buildings	1,530	0	0	0	-		0	0	-		
55500 Travel and Training	0	545	1,000	1,500	50%		1,500	1,500	50%		
55810 Dues and Association Memberships	165	220	500	500	0%		500	500	0%		
56001 Office Supplies	2,905	2,221	2,500	2,500	0%		2,500	2,500	0%		
56012 Books and Subscriptions	0	0	400	100	-75%		100	100	-75%		
56011 Uniform & Wearing Apparel	4,903	4,989	6,750	6,750	0%		6,750	6,750	0%		
56014 Other Operating Supplies	11,688	11,712	15,000	14,000	-7%		14,000	14,000	-7%		
56017 Copier Costs	3,085	3,152	3,000	3,681	23%		2,999	2,999	0%		
58200 Capital Outlay	64,612	75,166	76,000	80,000	5%		80,000	80,000	5%		
Total Operating Expenses	\$ 1,207,432	\$ 1,138,776	\$ 1,210,375	\$ 1,262,290	4%	\$ 1,322,648	9%				
3100 - Professional Service: Contracted meter reading service.											
6014 - Other Operating Supplies: Hand tools and protective equipment for meter service staff.											
8100 - Capital Outlay Replacements: Water meter replacements.											
Personnel Summary											
Range	Class	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	2012-2013 Adopted					
20	Customer Service Manager	1	1	1	1	1					
17	Meter Services Supervisor	1	1	1	1	1					
13	Accounting Technician	2	2	2	2	2					
10	Customer Service Representative	6	6	6	6	6					
9	Water Meter Service Worker	8	8	8	8	8					
Number of Full-Time Positions		18	18	18	18	18					

DEPARTMENT: PUBLIC UTILITIES - LINE MAINTENANCE										
Budget Detail										
Account Number: 501-89530-	2009-2010		2010-2011		2011-2012		2012-2013		% Chng	2012-2013 % Chng
	Actual		Actual		Budget		Requested		Chng	
51100.02 Salaries and Wages	\$ 765,551		\$ 761,345		\$ 813,805		\$ 800,000	-2%	\$ 844,615	4%
51100.04 Salaries and Wages - Overtime	109,906		124,619		164,279		150,000	-9%	153,000	-7%
52100 FICA	63,476		64,843		74,823		72,675	-3%	76,318	2%
52210 VRS Retirement	106,635		120,027		130,778		128,560	-2%	148,314	13%
52400 Group Life	4,190		1,992		2,279		2,240	-2%	11,149	389%
53000.02 Purchased Services - Road Maintenance	0		0		0		120,000	-	120,000	-
53100 Professional Services	23,633		14,925		46,800		46,800	0%	46,800	0%
53300 Repairs and Maintenance	238,361		169,191		200,000		155,000	-23%	155,000	-23%
54100 Information Technology	16,099		44,521		74,485		75,964	2%	70,955	-5%
54200 Fleet	333,694		321,772		341,992		344,566	1%	363,204	6%
54500 Risk Management	222,808		187,485		277,290		277,290	0%	290,699	5%
55100 Utilities	7,409		7,119		12,000		10,000	-17%	10,000	-17%
55230 Telecommunications	6,100		8,747		9,114		8,730	-4%	14,956	64%
55410 Lease/Rent of Equipment	11,469		10,175		10,000		10,000	0%	10,000	0%
55420 Lease/Rent of Building	24,000		24,000		24,000		25,000	4%	25,000	4%
55500 Travel and Training	3,729		431		4,000		4,000	0%	4,000	0%
55852 HRSD Interceptors Interest Payment	144,638		65,580		125,000		125,000	0%	125,000	0%
56001 Office Supplies	670		1,855		1,500		1,500	0%	1,500	0%
56011 Uniforms & Wearing Apparel	13,945		15,786		21,500		21,500	0%	21,500	0%
56014 Other Operating Supplies	233,522		185,080		225,000		215,000	-4%	215,000	-4%
56017 Copier Costs	1,175		1,242		1,088		1,088	0%	1,089	0%
56024 Paving & Construction Supplies	46,077		23,833		27,295		27,000	-1%	27,000	-1%
58200 Capital Outlay	(19,135)		3,405		0		0	-	0	-
Total Operating Expenses	\$ 2,357,951		\$ 2,157,975		\$ 2,587,028		\$ 2,621,913	1%	\$ 2,735,099	6%
3100 - Professional Services: Miss Utility costs, immunizations, sewer cleaning.										
3300 - Repairs & Maintenance: Equipment maintenance, paving, manhole repairs.										
5410 - Lease of Equipment: Rental of outside repair equipment.										
5420 - Lease of Buildings: Headquarters - Dill Rd.										
56014 - Other Operating Supplies: Line equipment supplies, protective equipment.										
Personnel Summary										
Range	Class	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	2012-2013 Adopted				
23	Line Maintenance Manager	1	1	1	1					
18	Assistant Line Maintenance Manager	1	1	1	1					
15	Labor Supervisor	3	3	3	3					
12	Line Maintenance Technician	3	3	3	3					
11	Skilled Laborer	11	11	11	11					
9	Utility System Worker	8	8	8	8					
Number of Full-Time Positions		27	27	27	27					

DEPARTMENT: PUBLIC UTILITIES - MAINTENANCE
Budget Detail

Account Number: 501-89540-	2009-2010		2010-2011		2011-2012		2012-2013		% Chng	2012-2013		% Chng
	Actual		Actual		Budget		Requested			Adopted		
51100.02 Salaries and Wages	\$ 638,938		\$ 607,193		\$ 754,437		\$ 762,800	1%	\$ 822,666		9%	
51100.04 Salaries and Wages - Overtime	95,336		90,484		102,616		140,000	36%	142,800		39%	
52100 FICA	53,570		50,620		65,565		69,064	5%	73,858		13%	
52210 VRS Retirement	88,358		99,556		121,238		122,582	1%	144,460		19%	
52400 Group Life	3,852		1,881		2,112		2,136	1%	10,859		414%	
53100 Professional Services	0		8,046		23,300		23,000	-1%	23,000		-1%	
53300 Repairs and Maintenance	306,715		192,500		275,000		275,000	0%	275,000		0%	
54100 Information Technology	10,686		56,764		53,431		54,449	2%	62,972		18%	
54200 Fleet	216,456		221,970		228,562		238,817	4%	241,145		6%	
54500 Risk Management	177,189		145,439		204,841		219,341	7%	220,696		8%	
55100 Utilities	226,545		219,581		250,000		250,000	0%	250,000		0%	
55230 Telecommunications	15,942		21,614		21,445		20,810	-3%	13,412		-37%	
55410 Lease/Rent of Equipment	161,532		168,505		626,000		915,000	46%	915,000		46%	
55420 Lease/Rent of Building	36,000		37,500		37,800		39,000	3%	39,000		3%	
55500 Travel and Training	174		276		4,000		4,000	0%	4,000		0%	
55810 Dues and Association Memberships	4,375		3,745		6,800		6,800	0%	6,800		0%	
56001 Office Supplies	1,294		1,430		2,000		2,300	15%	2,300		15%	
56011 Uniforms & Wearing Apparel	10,907		11,046		15,750		16,500	5%	16,500		5%	
56014 Other Operating Supplies	161,789		207,800		220,000		220,000	0%	220,000		0%	
56017 Copier Costs	1,175		1,242		1,088		1,088	0%	1,089		0%	
58200 Capital Outlay	604		3,405		0		0	-	0		-	
Total Operating Expenses	\$ 2,211,437		\$ 2,150,597		\$ 3,015,985		\$ 3,382,687	12%	\$ 3,485,557		16%	
3100 - Professional Services: Immunizations, Air Vac evaluations.												
3300 - Repair & Maintenance: Pump station repairs and vacuum services.												
5410 - Lease of Equipment: Lease of portable pumps and generators.												
5420 - Lease of Buildings: Maintenance facility - Benton Rd.												
6014 - Other Operating Supplies: Supplies and protective gear.												
Personnel Summary												
Range	Class	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	2012-2013 Adopted						
23	Maintenance Manager	1	1	1	1	1						
18	Assistant Maintenance Manager	1	1	1	1	1						
16/18	Electronics Technician I - II	2	2	2	2	2						
15	Labor Supervisor	2	2	2	2	2						
12	Pump Station Mechanic	8	8	9	9	9						
11	Skilled Laborer	0	0	1	1	1						
9	Utility System Worker	6	6	7	9	9						
Number of Full-Time Positions		20	20	23	25	25						

DEPARTMENT: PUBLIC UTILITIES - WATER PRODUCTION
Budget Detail

Account Number: 501-89550-	2009-2010		2010-2011		2011-2012		2012-2013		% Chng	2012-2013		% Chng
	Actual		Actual		Budget		Requested			Adopted		
51100.02 Salaries and Wages	\$ 1,135,592		\$ 1,069,864		\$ 1,150,711		\$ 1,100,000	-4%	\$ 1,171,992		2%	
51100.04 Salaries and Wages - Overtime	135,489		128,712		150,000		150,000	0%	153,000		2%	
51100.06 Salaries and Wages - Part-time	18,151		21,240		24,045		24,045	0%	0		-100%	
52100 FICA	93,983		89,552		101,344		97,464	-4%	101,362		0%	
52210 VRS Retirement	164,191		173,490		184,919		176,770	-4%	205,802		11%	
52400 Group Life	6,523		2,926		3,222		8,690	170%	15,470		380%	
53100 Professional Services	120,833		150,402		160,000		200,000	25%	200,000		25%	
53300 Repairs and Maintenance	93,218		100,632		86,500		86,500	0%	86,500		0%	
53500 Printing and Binding	4,940		5,121		8,750		8,750	0%	8,750		0%	
53600 Advertising	12		732		2,000		2,000	0%	2,000		0%	
54100 Information Technology	32,378		93,400		105,082		128,646	22%	100,639		-4%	
54200 Fleet	70,311		66,600		57,794		58,490	1%	58,982		2%	
54500 Risk Management	389,298		248,891		382,249		382,249	0%	339,988		-11%	
55100 Utilities	622,329		645,059		800,000		700,000	-13%	700,000		-13%	
55210 Postal Service	6,428		6,187		7,725		7,725	0%	7,725		0%	
55230 Telecommunications	18,781		16,507		18,687		17,680	-5%	17,621		-6%	
55311 Well Mitigation Claims	280		0		3,000		3,000	0%	3,000		0%	
55410 Lease/Rent of Equipment	576		292		5,300		346,000	6428%	346,000		6428%	
55420 Lease/Rent of Building	1,160		0		0		0	-	0		-	
55500 Travel and Training	582		4,560		6,000		6,000	0%	6,000		0%	
55810 Dues and Association Memberships	73,452		74,068		75,400		81,400	8%	81,400		8%	
55853 Bulk Water Purchase	3,415,399		3,574,025		3,844,000		4,075,000	6%	4,075,000		6%	
56001 Office Supplies	2,930		2,598		4,000		4,000	0%	4,000		0%	
56011 Uniforms & Wearing Apparel	13,556		14,331		19,500		17,000	-13%	17,000		-13%	
56014 Other Operating Supplies	381,775		293,091		554,000		500,000	-10%	500,000		-10%	
56017 Copier Costs	5,916		5,332		5,701		5,701	0%	4,593		-19%	
58200 Capital Outlay	26,638		1,456		0		9,300	-	9,300		-	
Total Operating Expenses	\$ 6,834,721		\$ 6,789,069		\$ 7,759,929		\$ 8,196,410	6%	\$ 8,216,125		6%	

3100 - Professional Services: Lab testing services, toxicity and alkaline tests.

3300 - Repairs & Maintenance: Lab equipment maintenance and services contracts; grass cutting, etc.

5853 - Bulk Water Purchase: Portsmouth water purchase.

6014 - Other Operating Supplies: Lab chemicals and supplies.

Personnel Summary

Range	Class	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	2012-2013 Adopted
31	Water Production Manager	1	1	1	1	1
29	Quality Control Supervisor	1	1	1	1	1
24	Operations Supervisor	1	1	1	1	1
19	Water Maintenance Supervisor	1	1	1	1	1
19	Senior Operator	6	6	6	6	6
17	Quality Control Technician	4	4	4	4	4
14/17	Water Treatment Plant Operator I - II	5	5	5	5	5
16	Water Distribution Operator	2	2	1	1	1
16	Water Maintenance Mechanic	3	3	3	3	3
9	Utility System Worker	4	4	4	4	4
8	Office Assistant I	1	1	1	1	1
Number of Full-Time Positions		29	29	28	28	28

DEPARTMENT: PUBLIC UTILITIES - ENGINEERING
Budget Detail

Account Number: 501-89560-		2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng	2012-2013 Adopted	% Chng
51100.02 Salaries and Wages	\$ 806,695	\$ 750,274	\$ 813,569	\$ 800,000	-2%	\$ 813,977	0%	
51100.04 Salaries and Wages - Overtime	17,185	17,956	15,000	10,000	-33%	10,200	-32%	
52100 FICA	61,076	56,677	63,386	61,965	-2%	63,050	-1%	
52210 VRS Retirement	119,991	120,569	130,741	128,560	-2%	142,934	9%	
52400 Group Life	5,115	2,101	2,278	2,240	-2%	10,744	372%	
53100 Professional Services	7,572	0	40,000	0	0%	0	-100%	
53300 Repairs and Maintenance	2,363	1,329	6,000	6,000	0%	6,000	0%	
53500 Printing and Binding	140	386	500	500	0%	500	0%	
54100 Information Technology	23,626	43,224	89,425	98,578	10%	80,365	-10%	
54200 Fleet	32,977	29,104	34,550	34,550	0%	50,062	45%	
54500 Risk Management	144,529	113,810	165,987	165,987	0%	147,128	-11%	
55100 Utilities	6,486	6,369	10,000	9,000	-10%	9,000	-10%	
55210 Postal Service	81	313	600	600	0%	600	0%	
55230 Telecommunications	13,185	13,074	14,585	15,320	5%	14,371	-1%	
55410 Lease/Rent of Equipment	993	0	0	0	-	0	-	
55420 Lease/Rent of Building	39,334	40,502	42,526	43,800	3%	43,800	3%	
55500 Travel and Training	4,250	1,332	7,500	7,500	0%	7,500	0%	
55714 Purchased Services - Stormwater	0	78,930	0	0	-	0	-	
55810 Dues and Association Memberships	589	823	1,500	1,500	0%	1,500	0%	
56001 Office Supplies	3,691	4,227	5,200	5,200	0%	5,200	0%	
56011 Uniforms & Wearing Apparel	2,677	2,281	4,500	4,500	0%	4,500	0%	
56012 Books and Subscriptions	0	0	500	500	0%	500	0%	
56014 Other Operating Supplies	675	248	5,000	5,000	0%	5,000	0%	
56017 Copier Costs	4,369	4,262	4,262	4,262	0%	4,262	0%	
58200 Capital Outlay	477	0	0	0	-	0	-	
Total Operating Expenses	\$ 1,298,076	\$ 1,287,790	\$ 1,457,608	\$ 1,405,562	-4%	\$ 1,421,193	-2%	

Personnel Summary

Range	Class	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	2012-2013 Adopted
34 Utility Engineering Manager	1	1	1	1	1	1
25/29/30 Civil Engineer I, II, III	5	5	5	5	5	5
23 Construction Manager	1	1	1	1	1	1
18/20 Constr. Insp. & Sr Construction Inspector	6	6	5	5	5	5
18/19 Engineering Tech. & Sr Engineering Technician	3	3	2	2	2	2
13 Engineering Aide	1	1	1	1	1	1
Number of Full-Time Positions	17	17	15	15	15	15

DEPARTMENT: PUBLIC UTILITIES - NONDEPARTMENTAL
Budget Detail

Account Number: 501-91400-	2009-2010		2010-2011		2011-2012		2012-2013		% Chng	2012-2013		% Chng
	Actual		Actual		Budget		Requested			Adopted		
51100.27 Leave Compensation	\$ (13,845)		\$ 31,375		\$ 40,000		\$ 40,000	0%	\$ 37,000	-8%		
52100 Leave Compensation - FICA	0		0		0		0	-	3,000	-		
52000 Pro Rata Reimbursements	0		0		70,000		40,000	-43%	40,000	-43%		
52001 Western Tidewater Water Authority	75,000		75,000		75,000		75,000	0%	75,000	0%		
Unemployment Expense	(2,232)		4,297		0		0	-	5,000	-		
54500 Risk Management Expense	219,867		195,749		296,740		225,296	-24%	334,440	13%		
55424 Contribution to Reserve	0		0		4,017,204		4,867,579	21%	0	-100%		
WTWA Donation (Well Migration Program)	0		1,421,927		0		0	-	1,000,000	-		
55890 Bad Debt Expense	408,799		523,104		0		0	-	520,000	-		
Depreciation	7,845,602		8,075,590		0		0	-	8,519,853	-		
59902 Contingency	0		356		175,615		499,000	184%	486,591	177%		
59906 Environmental Incentive Reimbursement	182,250		100,750		125,000		125,000	0%	125,000	0%		
95100-59120 Bond Interest	7,911,811		8,884,226		10,093,642		12,931,872	28%	12,906,872	28%		
95100-59110 Bond Principal	0		0		4,691,504		2,500,625	-47%	0	-100%		
95100-59130 Bond Coupon & Handling	0		0		0		0	-	25,000	-		
93000-50000.165 Transfer to GF-Indirect Cost	920,363		876,092		686,346		609,466	-11%	540,001	-21%		
93000-50000.310 Transfer to Capital Projects	0		0		0		0	-	0	-		
Total Operating Expenses	\$ 17,547,615		\$ 20,188,465		\$ 20,271,051		\$ 21,913,838	8%	\$ 24,617,757	21%		

REFUSE FUND

DESCRIPTION

The Refuse Fund is a self-sustaining enterprise fund created to account for and manage the City's refuse collection services. The fund generates revenue through a \$17.50 per month fee for weekly residential refuse collection, curbside recycling, the sale of trash cans, and bulk collection services. The Department of Public Works oversees the City's refuse collection services.

FY 2012 ACCOMPLISHMENTS

- Implemented automated refuse collection citywide.
- Provided timely trash pickup to over 28,000 residences on a weekly basis using existing resources of equipment and personnel while adding routes to accommodate new communities.
- Implemented the curbside recycling service to all residents receiving City trash collection services.
- Played an instrumental role in the City's emergency response effort to Hurricane Irene through cleanup and debris removal.



FY 2013 OBJECTIVES

- To provide exceptional service to downtown businesses and residential customers.
- To increase the participation rate in the City's curbside recycling program by 15% over the current year.
- To continue providing street sweeping for all City curb and gutter streets on a regular schedule and provide periodic sweeping of bridge decks and overpasses.

STATISTICS/PERFORMANCE MEASURES	FY 2011 Actual	FY 2012 Projected	FY 2013 Estimate
Tons of refuse collected	42,752	42,584	42,484
Tons of recycling collected (curbside and convenience centers)	1,143	4,276	4,917
Recycling Participation Rate	5%	70%	85%

REFUSE FUND

Revenue	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng	2012-2013 Adopted	% Chng
Refuse Services Fee	\$ 0	\$ 0	\$ 6,890,880	\$ 6,027,000	-13%	\$ 5,725,650	-17%
Automated Refuse Container Sales	0	0	50,000	75,000	50%	75,000	50%
Sale of Service - Grounds Maintenance Gfund	0	0	0	6,700	-	6,700	-
Sale of Service - Road Maintenance Fund	0	0	0	45,000	-	45,000	-
Sale of Service - DBOD Fund	0	0	0	60,000	-	60,000	-
Interest		0	0	0	-	0	-
Total Revenue	\$ 0	\$ 0	\$ 6,940,880	\$ 6,213,700	-10%	\$ 5,912,350	-15%
Expenditure Summary							
	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng	2012-2013 Adopted	% Chng
Refuse Services	\$ 0	\$ 0	\$ 6,940,880	\$ 6,213,700	-10%	\$ 5,912,350	-15%
Total Expenditures	\$ 0	\$ 0	\$ 6,940,880	\$ 6,213,700	-10%	\$ 5,912,350	-15%

REFUSE FUND								
Budget Detail								
Account Number: 520-42320	2009-2010	2010-2011	2011-2012	2012-2013	% Chng	2012-2013	% Chng	
	Actual	Actual	Budget	Requested		Adopted		
51100.02 Salaries and Wages	0	0	1,222,502	1,193,137	-2%	1,239,925	1%	
51100.04 Salaries and Wages - Overtime	0	0	19,692	30,000	52%	30,600	55%	
52100 FICA	0	0	95,028	93,570	-2%	97,195	2%	
52210 VRS Retirement	0	0	196,456	191,737	-2%	217,731	11%	
52400 Group Life	0	0	3,423	3,341	-2%	16,367	378%	
53000 Purchased Services-recycling	0	0	2,055,000	2,025,000	-1%	1,485,822	-28%	
53000.06 Purchased Services - Stormwater	0	0	0	25,000	-	25,000	-	
53100 Professional Services	0	0	10,000	10,000	0%	-	-100%	
53100.22 Medical Services	0	0	3,500	3,500	0%	3,500	0%	
53130 Landfill Closure Monitoring	0	0	250,000	85,000	-66%	85,000	-66%	
53300 Repair and Maintenance	0	0	20,000	20,000	0%	20,000	0%	
53500 Printing and Binding	0	0	1,000	1,000	0%	1,000	0%	
54100 Information Technology	0	0	49,248	46,730	-5%	56,093	14%	
54200 Fleet	0	0	1,533,580	1,533,580	0%	1,847,107	20%	
54500 Risk Management	0	0	493,381	493,381	0%	473,398	-4%	
55100 Utilities	0	0	0	0	-	13,300	-	
55210 Postal Services	0	0	0	0	-	-	-	
55230 Telecommunications (refuse hotline)	0	0	3,784	3,784	0%	4,378	16%	
55500 Travel and Training	0	0	500	500	0%	500	0%	
55810 Dues and Association Memberships	0	0	6,000	6,000	0%	11,210	87%	
56001 Office Supplies	0	0	10,000	10,000	0%	10,000	0%	
56011 Uniforms & Wearing Apparel	0	0	17,500	17,000	-3%	12,000	-31%	
56014 Other Operating Supplies	0	0	190,000	65,836	-65%	65,836	-65%	
91400-59902 Contingency	0	0	427,682	0	-100%	0	-100%	
93000-50000.165 Indirect Costs	0	0	332,604	332,604	0%	173,389	-48%	
93000-50000.601 Transfer to Fleet (Capital Outlay)	0	0	0	23,000	-	23,000	-	
Total Operating Expenses	\$ 0	\$ 0	\$ 6,940,880	\$ 6,213,700	-10%	\$ 5,912,350	-15%	
3000 - Purchased Services - recycling: Convenience center recycling; Hazardous waste program; TFC recycling of \$4 per month X 29,000 homes.								
3100 - Professional Services: Work order software package; hepatitis immunizations;								
3300 - Repair & Maintenance: Front end dumpster loader repair costs for services to SRHA, School Brd, and other facilities; sanitization and repairs of containers								
5810 - Dues & Memberships: HRPDC dues for HR Clean Community & Debris management.								
Personnel Summary								
Range	Class	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	2012-2013 Adopted		
27	General Services Supt.	0	0	1	1	1		
17	Sanitation Field Supervisor	0	0	1	1	1		
13	Sanitation Inspector	0	0	3	3	3		
11	Sanitation Equipment Operator	0	0	28	27	27		
9	Sanitation Dispatcher	0	0	2	2	2		
8	Sanitation Worker	0	0	8	8	8		
Number of Full-Time Positions		0	0	43	42	42		

STORMWATER MANAGEMENT FUND

DESCRIPTION

The Stormwater Management Fund provides citywide construction inspection services to ensure compliance with Federal, State, and local erosion and sedimentation control laws. The Fund is comprised of the divisions of Stormwater and Mosquito Control which are responsible for site and construction plan review of stormwater related facilities and the operation of the City's Mosquito Control Program. The approved stormwater utility rate for FY 2012-2013 is **\$5.24 per month** which represents no change from the rate established in FY 2011-2012.

FY 2012 ACCOMPLISHMENTS

- Completed various projects including the Burbage Drive, Mullican Drive, and Prentis Street Phase IIA projects.
- Made substantial progress on the Nansemond Parkway Phase I project.
- Finalized the Stormwater Annual Report and received a notice of acceptance from the Virginia Department of Conservation and Recreation.



FY 2013 OBJECTIVES

- To continue to perform efficient plan review that meets or exceeds plan review deadlines.
- To implement prudent financial practices in the management of the Stormwater Utility ensuring accurate billing and reducing the number of abatements granted annually.
- To meet or exceed State erosion and sedimentation control and stormwater regulations.

STATISTICS/PERFORMANCE MEASURES	FY 2011 Actual	FY 2012 Projected	FY 2013 Estimate
Stormwater Engineering:			
Number of stormwater management facilities inspected	68	120	150
Educational outreach events	19	20	21
Compliance with State Erosion & Sedimentation Program	✓	✓	✓
Stormwater Outfall inspections	N/A	N/A	5
Municipal Stormwater Facility inspections	N/A	N/A	10
Right of Way:			
Research/review requests fulfilled	75	100	125
Easements/Parcels acquired	17	125	200
Mosquito Control:			
Acres treated with adulticide	N/A	80,000	50,000
Acres treated with larvacide	196	200	200
Citizen calls for mosquito services	58	110	110
Percent of citizens calls responded to within 8 hours	100%	100%	100%

STORMWATER UTILITY FUND

Revenue										
		2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng	2012-2013 Adopted	% Chng		
Stormwater Utility Fee	A	\$ 3,097,503	\$ 3,176,371	\$ 3,097,171	\$ 3,097,171	0%	\$ 3,140,000	1%		
Penalties and Interest		24,347	26,128	0	0	-	0	-		
Interest Earnings		12,792	11,282	0	0	-	0	-		
Sale of Services - Capital Projects	B	278,174	171,798	200,000	450,000	125%	450,000	125%		
Sale of Services - General Fund (PW Admin.)	C	191,698	311,180	318,000	340,000	7%	340,000	7%		
Sale of Services - Public Utilities		0	78,930	0	0	-	0	-		
Sale of Services - Road Maintenance		6,384	3,021	0	0	-	0	-		
Permit and Inspection Fees	D	267,714	120,377	150,000	200,000	33%	200,000	33%		
Sale of Services - Refuse	E	0	0	0	25,000	-	25,000	-		
Miscellaneous Revenue		3,756	8,426	0	0	-	0	-		
Transfer from Fund Balance	F	0	0	1,523,500	1,150,000	-25%	1,150,000	-25%		
Total Revenue		\$ 3,882,369	\$ 3,907,512	\$ 5,288,671	\$ 5,262,171	-1%	\$ 5,305,000	0%		
Expenditure Summary										
		2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng	2012-2013 Adopted	% Chng		
Engineering		\$ 3,876,828	\$ 2,546,508	\$ 4,593,684	\$ 4,580,416	0%	\$ 4,478,786	-3%		
Mosquito Control		498,375	511,712	694,986	681,755	-2%	826,214	19%		
Total Expenditures		\$ 4,375,203	\$ 3,058,220	\$ 5,288,671	\$ 5,262,171	-1%	\$ 5,305,000	0%		

A - Represents estimated 50,000 ERU's @ \$5.24 p/month fee (based on 4% uncollectable rate).
 B - Service revenue for management of Capital Projects by Engineering included right of way acquisition.
 C - Revenue for general engineering services provided to Public Works .
 D - Developer fees based on flat rate fees for plan review and inspections.
 E - Services by Eng'g staff to the Refuse Fund.
 F - Revenue provided per capital program for Operations Center and Kimberly Bridge projects.

DIVISION: STORMWATER UTILITY - ENGINEERING (Department of Public Works)
Budget Detail

Account Number: 514-82220	2009-2010		2010-2011		2011-2012		2012-2013		% Chng	2012-2013		% Chng
	Actual		Actual		Budget		Requested			Adopted		
51100.02 Salaries and Wages	\$ 1,237,721		\$ 1,184,880		\$ 1,300,755		\$ 1,311,269	1%	\$ 1,334,944	3%		
51100.04 Salaries and Wages - Overtime	27,233		30,365		21,061		30,000	42%	21,482	2%		
52100 FICA	92,043		88,820		101,119		102,607	1%	103,767	3%		
52210 VRS Retirement	164,912		187,431		209,031		210,721	1%	234,416	12%		
52400 Group Life	6,894		4,205		3,642		3,672	1%	17,621	384%		
53000.04 Purchased Services - Road Maint. Fund	271,836		275,000		275,000		275,000	0%	275,000	0%		
53100 Professional Services	6,159		5,670		50,000		50,000	0%	50,000	0%		
53100.18 HRPDC Stormwater Management Fees	41,812		41,812		58,813		58,813	0%	58,813	0%		
53130.xx Stormwater Monitoring @ Landfill	0		0		0		85,000	-	85,000	-		
53300 Repairs and Maintenance	1,445		0		0		0	-	0	-		
53500 Printing and Binding	393		218		3,000		3,000	0%	3,000	0%		
54100 Information Technology	98,886		140,347		155,524		169,107	9%	161,813	4%		
54200 Fleet	90,395		85,710		104,847		95,590	-9%	96,282	-8%		
54500 Risk Management	289,092		221,030		334,844		334,844	0%	263,630	-21%		
55210 Postal Services	529		675		1,036		1,036	0%	1,036	0%		
55230 Telecommunications	15,736		13,649		16,190		16,190	0%	16,178	0%		
55420 Lease/Rent of Building	111,496		60,402		60,402		60,402	0%	60,402	0%		
55500 Travel and Training	12,483		10,664		12,000		12,000	0%	12,000	0%		
55810 Dues and Association Memberships	740		4,061		4,000		4,000	0%	4,000	0%		
56001 Office Supplies	7,411		7,068		11,393		12,000	5%	12,000	5%		
56012 Books and Subscriptions	40		171		1,036		1,036	0%	1,036	0%		
56014 Other Operating Supplies	9,297		5,009		5,179		6,000	16%	6,000	16%		
56017 Copier Costs	7,918		7,030		6,616		6,616	0%	3,994	-40%		
58200 Capital Outlay - Additions	8,398		3,605		0		0	-	0	-		
91400-59902 Non-departmental Contingency	0		0		4,093		272,174	6550%	199,033	4763%		
91400-59907 Reserve for Stormwater Capital	0		65,792		0		0	-	0	-		
93000-50000.165 Indirect Costs	373,958		102,894		242,603		231,339	-5%	231,339	-5%		
93000-50000.310 Transfer to Capital Project	1,000,000		0		1,523,500		1,150,000	-25%	1,150,000	-25%		
93000-50000.601 Transfer to Fleet (cash funded equipment purchases)	0		0		88,000		78,000	-11%	76,000	-14%		
Total Operating Expenditures	\$ 3,876,828		\$ 2,546,508		\$ 4,593,684		\$ 4,580,416	0%	\$ 4,478,786	-3%		

5714 - Purchased Services - Road Maintenance Fund: Residential BMP maintenance and enhanced street sweeping.

5810 - Dues & Memberships: HRPDC dues for Regional Stormwater Phase II.

Personnel Summary

Range	Class	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng	2012-2013 Adopted	% Chng
36	Public Works Engineering Manager	1	1	1	1		1	
25/29/30	Civil Engineers I, II, III	7	7	7	7		7	
29	Enterprise Programs Manager	0	0	0	1		0	
23	Stormwater Utility Manager	1	1	1	0		1	
23	Construction Manager	2	1	1	1		1	
23	Right of Way Agent	1	1	1	1		1	
23	Environmental Specialist	0	1	1	1		1	
20	Assistant Right of Way Agent	0	1	1	1		1	
20	Senior Construction Inspector	1	1	1	1		1	
19	Senior Engineering Technician	0	0	0	1		0	
18	Construction Inspector	8	8	8	8		8	
18	Engineering Technician	2	2	2	1		2	
13	Engineering Aide	2	2	2	2		2	
13	Accounting Technician	1	1	1	1		1	
10	Customer Service Rep	1	1	1	1		1	
Number of Full-Time Positions		27	28	28	28		28	

DIVISION: STORMWATER UTILITY - MOSQUITO CONTROL (Department of Public Works)

Budget Detail

Account Number: 514-51310-	2009-2010		2010-2011		2011-2012		2012-2013		% Chng	2012-2013		% Chng
	Actual		Actual		Budget		Requested			Adopted		
51100.02 Salaries and Wages	\$ 163,860		\$ 186,147		\$ 214,696		\$ 214,696	0%	\$	227,117	6%	
51100.04 Salaries and Wages - Overtime	5,749		3,181		1,000		1,000	0%		0	-100%	
51100.06 Salaries and Wages - Part-time	0		0		15,000		15,000	0%		0	-100%	
51100.08 Salaries and Wages - Part-time Overtime	3,974		16,198		42,000		42,000	0%		42,840	2%	
52100 FICA	13,013		15,399		20,861		20,861	0%		20,652	-1%	
52210 VRS Retirement	23,313		29,917		34,502		34,502	0%		39,882	16%	
52400 Group Life	1,005		527		601		601	0%		2,998	399%	
53000.02 Purchased Services - Road Maint. Fund (Ditch Serv	60,404		60,000		60,000		60,000	0%		60,000	0%	
53100 Professional Services	0		0		0		54,423	-		54,423	-	
53300 Repair and Maintenance	2,285		14,171		5,000		5,000	0%		5,000	0%	
53500 Printing and Binding	0		0		1,000		1,000	0%		1,000	0%	
54100 Information Technology	0		0		0		0	-		55,057	-	
54200 Fleet	27,185		32,587		31,762		41,285	30%		49,795	57%	
54500 Risk Management	0		0		0		0	-		73,984		
55100 Utilities	1,276		1,296		1,000		500	-50%		500	-50%	
55210 Postage	96		61		250		450	80%		450	80%	
55230 Telecommunications	1,725		923		720		720	0%		655	-9%	
55420 Lease/Rent of Building	10,344		3,075		0		0	-		0	-	
55500 Travel & Training	3,035		1,197		4,000		4,000	0%		4,000	0%	
55810 Dues and Memberships	237		145		700		700	0%		700	0%	
56001 Office Supplies	857		746		2,500		1,000	-60%		1,000	-60%	
56011 Uniforms & Wearing Apparel	1,076		1,101		3,000		2,500	-17%		2,500	-17%	
56012 Books and Subscriptions	0		0		500		250	-50%		250	-50%	
56014 Other Operating Supplies	176,822		125,581		225,000		104,517	-54%		104,517	-54%	
56017 Copier Costs	820		894		894		750	-16%		894	0%	
58200 Capital Outlay	1,301		18,568		30,000		0	-100%		0	-100%	
93000-50000.601 Transfer to Fleet	0		0		0		76,000	-		78,000	-	

Total Operating Expenses \$ 498,375 \$ 511,712 \$ 694,986 \$ 681,755 -2% \$ 826,214 19%

8200 - Capital Outlay: Adulicide Mosquito Sprayer.

Personnel Summary

Range	Class	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	2012-2013 Adopted
25	Mosquito Control Superintendent	1	1	1	1	1
17	Mosquito Control Biologist	2	2	2	2	2
10	Mosquito Control Biology Technician	1	1	1	1	1
8	Mosquito Control Technician	3	3	3	3	3
Number of Full-Time Positions		7	7	7	7	7